

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 16

EFFECTIVE DATE: November 1, 1989; Revised March 14, 1994

SUBJECT: Nepotism

AUTHORIZATION:

**Whitman J. Kling, Jr.
Assistant Commissioner**

I. POLICY:

In order to minimize the problems associated with the employment of relatives, it is the policy of the Division of Administration to limit the employment of relatives within the Division of Administration as defined herein.

No individual may be hired within a Division of Administration section if that individual is related in the following fashion to another employee who is within his/her line of supervision:

Son	Aunt	Grandmother
Daughter	Uncle	Grandfather
Brother	Niece	Grandchildren
Sister	Nephew	Step-mother
Husband	Mother	Step-father
Wife	Father	Step-child

For the purpose of this policy, the term "relative" shall apply to those established by blood, marriage ("in-law" relationships), adoptions, or other legal relationships.

II. PURPOSE:

This policy is intended to prevent situations which create an ineffective and non-productive work

environment.

To assign responsibility for aspects of the policy and to explain the process for adhering to the policy.

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III: APPLICABILITY:

This policy shall apply to all employees of the Division of Administration.

This policy shall apply to all sections of the Division of Administration, both ancillary and appropriated.

This policy shall apply to all types of appointments, permanent and temporary.

This policy shall apply to all types of employment to include promotions, demotions, transfers, and all other methods of filling positions.

IV. RESPONSIBILITY:

Deputy/Assistant Commissioners Are Responsible For:

Holding accountable the section heads under their supervision for adhering to all aspects of this policy.

Section Heads Are Responsible For:

Assuring that each employee under his/her supervision, current and new:

- ! Is made aware of this policy and its contents as well as any forthcoming revisions, and
- ! Is informed that he/she must abide by the terms of the policy, and
- ! Is informed of the consequences of violation of

this policy.

Bringing violations to the attention of the deputy/assistant commissioner and dealing with the violation in a fair and consistent manner.

Providing for formal review of this policy with all supervisors on a cyclical basis.

Assuring that applicants are not related in a prohibitive fashion to current employees in the section, prior to requesting the appointment of the applicant.

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Managers/Supervisor Are Responsible For:

Compliance with this policy in any fashion instructed by the section head.

Employees Are Responsible For:

Adhering to the stipulations as outlined in this policy.

Complying with all aspects of this policy and immediately bringing violations to the attention of a supervisor.

Alerting the section head of their relationship to applicants for positions within the section.

V. EXCLUSIONS:

The current employment status of individuals employed upon the original effective date of this policy shall not be affected.

Future movement between sections and units of the Division of Administration could, however, be affected. For example, movement to a position within a section as the supervisor or subordinate of a relative of the above listed degree will be prohibited.

Requests for exceptions to this policy should be

submitted to the Appointing Authority, through the appropriate deputy/assistant, along with specific and compelling justification.

Nothing in this policy shall interfere with the rights of employees to displace other employees as a result of layoff regardless of the position to be affected.

VI. QUESTIONS:

Questions regarding this policy should be directed to the Office of Personnel Services.

WJK,JR:AG